

# APPLICATION

Community Development Block Grant Program  
Economic Development Allocation

CALIFORNIA COMMUNITY ECONOMIC ENTERPRISE FUND COMPONENT  
2000-2001



STATE OF CALIFORNIA  
Department of Housing and Community Development  
Division of Community Affairs  
Community Development Block Grant Program (CDBG)  
P.O. Box 952054, MS 390-2  
Sacramento, California 94252-2054

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STATE OF CALIFORNIA  
GRAY DAVIS, GOVERNOR

BUSINESS, TRANSPORTATION AND HOUSING AGENCY  
MARIA CONTRERAS-SWEET, SECRETARY

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
JULIE BORNSTEIN, DIRECTOR

Division of Community Affairs

William J. Pavão, Deputy Chief

Community Development Block Grant Program

John Turner, Program Manager  
Teresa Errington, Program Secretary

Program Staff

James Bishop  
Sinetta T. Farley  
Jack Mahan  
Janet Myles

# APPLICATION FORM

This application, if approved for funding, will be a part of your grant agreement with the Department. In order to be considered for funding, all sections of this application (Section I through IV) and attachments must be complete and accurate. **DO NOT REVISE THIS FORM IN ANY MANNER UNLESS OTHERWISE NOTED ON THE APPLICATION FORM.** Refer to the Application Training Manual and Program regulations (Federal regulations are found at 24 CFR Part 570, Subpart I and State Regulations at Title 25, Subchapter 2, commencing with Section 7050) for additional information. If you have any questions about the application or if you require technical assistance, please contact program staff for assistance.

## SECTION I. APPLICATION SUMMARY

All applicants should complete Sections A., B., C., D., and E. of this section.

## A. APPLICANT AND PROJECT INFORMATION

1. Applicant:

<input type="checkbox"/> On Applicant's Own Behalf	<input type="checkbox"/> Joint Application
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County of \_\_\_\_\_

City of \_\_\_\_\_, located in the County of \_\_\_\_\_

City of \_\_\_\_\_, located in the County of \_\_\_\_\_

2. Total amount of Enterprise Funds requested: \$\_\_\_\_\_

3. Official authorized to sign Grant Agreement per the governing body resolution:

Name: \_\_\_\_\_  
(Last) (First) (MI)

Title: \_\_\_\_\_

4. Street address of person authorized in the resolution to sign the grant agreement:

Address: \_\_\_\_\_

(City) (State) (Zip Code)

5. Enter dollar amount of CDBG funds requested for each use and the total amount requested:

<i>Activity</i>	<i>Requested Amount</i>
a. General Administration	\$ _____
b. Activity Delivery Costs	\$ _____
c. Business Assistance (Loans and/or public infrastructure activities)	\$ _____
d. Microenterprise Assistance	\$ _____
<b>Total Amount Requested</b>	<b>\$ _____</b>

6. Leveraged Funds: Enter the amounts and sources of financial contributions to the activity.  
**Note:** Funds shown as leverage should match funds shown in the “Sources and Uses” contained in the Activity Description section.

<i>Sources</i>	<i>Amounts</i>
Local*	\$ _____
Federal	\$ _____
Other State	\$ _____
Private*	\$ _____
Other*	\$ _____
<b>Total Leverage</b>	<b>\$ _____</b>

\* Only non-state and non-federal funds count as leverage for rating purposes.

7. National Objective: Check one of the following.

<input type="checkbox"/> Targeted Income Group Benefit	<input type="checkbox"/> Slums/Blight Removal*	<input type="checkbox"/> Urgent Need*
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\* If application is approved, award will be conditioned on submission of additional information to document compliance with national objective other than TIG benefit; contact your CDBG Representative if you are selecting one of these national objectives.

8. Census Data:

If activity is jurisdiction-wide, indicate here: <input type="checkbox"/>	
If targeting activity(ies), indicate here: <input type="checkbox"/>	
Activity: _____	1990 Census Tract Number(s) _____
	1990 Census Block Group(s) _____
Activity: _____	1990 Census Tract Number(s) _____
	1990 Census Block Group(s) _____
Attach a map showing target area and Census Tract and Block Group numbers. Label this attachment as " <i>Census Data Attachment: Section I. A.8.</i> "	

9. Proposed Business Assistance Activity(ies) Projected Beneficiaries: Enter the projected number of businesses to be assisted and jobs created/retained by the proposed activity. Indicate N/A if application is not proposing business assistance activity.

<i>Activity</i>	<i># Of Businesses Assisted</i>	<i># Of Jobs Created/Retained</i>	<i># Of TIG Jobs</i>
<u>Business</u> Business Loans & Infrastructure Grants			

10. Proposed Business Assistance Activity(ies) and Projected Public Benefit: Enter the amount of CDBG funding, the projected total number of jobs created/retained, and the projected cost per job. Enter N/A if application is not proposing a business assistance activity.

<i>Activity</i>	<i>a. Amount of CDBG Funds</i>	<i>b. # of Jobs Created/Retained</i>	<i>c. Cost Per Job Created/Retained (a ÷ b)</i>
<u>Business Assistance</u> Business Loans & Infrastructure Grants			

11. **Proposed Microenterprise Assistance Activities Projected Beneficiaries:** Enter the amount of CDBG funding, the projected number of business start-ups and expansions, and the projected number of jobs created/retained by the proposed activity. Column c, “# of Jobs Created and Retained” should include self-employment jobs and other jobs within the microenterprises. Enter the CDBG cost per job created and retained. Enter N/A if the application is not proposing Microenterprise Assistance activities.

<i>Activity</i>	<i>a. Amount of CDBG Funds</i>	<i>b. # of Business Start-Ups and Expansions</i>	<i>c. # of Jobs Created and Retained</i>	<i>Cost Per Job Created and Retained (a ÷ c)</i>
<u>Microenterprise Assistance</u>				

12. **Other Projected Microenterprise Assistance Performance Indicators:** Enter the projected units of benefit related to other applicable performance indicators. Enter N/A if application is not proposing Microenterprise Assistance activities.

<i>A. Projected Benefits</i>	<i>B. # Of Units of Benefit</i>		<i>A. Projected Benefits</i>	<i>B. # Of Units of Benefit</i>
Clients Entering Program			Clients Receiving Technical Assistance and Business Support	
Clients Completing Program			Clients Receiving General Support	
CDBG Loans to Microenterprises			Other-Describe	
Loans (Other Funding) to Microenterprises			Other-Describe	

- See page 9 of Training Manual for descriptions of activities under this category of benefit

13. **Applicant's Staff Contact Information:** Enter information for the principal contact regarding this application.

Last:	First:	MI:
Title:		
Mailing Address:		
City:	State:	Zip:
Telephone #: Area Code: (   )		Fax #: Area Code: (   )

14. Consultant/Other Public Agency Contact Information: Enter information for the consultant or other public agency contact. Enter N/A if not applicable.

Last:		First:		MI:	
Title:					
Mailing Address:					
City:		State:		Zip:	
Telephone #: Area Code: (    )			Fax #: Area Code: (    )		

## B. LEGISLATIVE REPRESENTATIVES

Member of the Assembly	Member of State Senate	Member of Congress
1. District No.	1. District No.	1. District No.
2. Name	2. Name	2. Name

**C. OFFICIAL(S) AUTHORIZED TO SUBMIT APPLICATION**

Name \_\_\_\_\_ Title \_\_\_\_\_  
(Print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
(Print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### D. GROWTH CONTROL AND HOUSING ELEMENT STATUS

1. Has the applicant enacted limitations on residential construction, which limitations do not establish agricultural preserves, are not imposed by another agency, or are not based on a health and safety need?

**Note:** If the applicant has a General Plan, ordinance, or other measure which directly limits by number either the building permits which may be issued for residential construction, or buildable lots which may be developed for residential purposes, and the measure does not meet any of the exceptions found in the Program Regulations, Section 7056(b)(2)(B), check "yes" below and attach a copy of the measure with this application. Label the attachment as "*Growth Control Attachment: Section I.D.1.*"

☐ Yes

☐ No

2. Has the applicant submitted an adopted housing element to the Department?

☐ Yes

☐ No

If yes, complete and attach a self-certification that the housing element is in procedural compliance with State housing element law. See Appendix A for the required self-certification form language. Label the attachment as "*Housing Element Attachment: Section I.D.2.*"

If no, please note that a jurisdiction that cannot certify that it has submitted to the Department an adopted housing element that is in compliance with the requirements of State Housing Element law is not eligible to receive funds from the CDBG program.

## E. MAPS

If the application is proposing targeted activities, please submit the following maps. Enter "No" if proposed activity is jurisdiction wide.

1. ☐ Yes, a location map is attached. Label the attachment as "*Location Map Attachment: Section I.E.1.*"  
☐ No, the proposed activity is jurisdiction-wide.

**Note:** A location map must include:

- a. the number and boundaries of census tract(s) or enumeration districts(s) within which CDBG funds will be spent;
- b. the general location of the proposed activities, including geographic boundaries of the target or service areas covered by each activity; and
- c. attach census tape printouts showing income levels for targeted area.

2. ☐ Yes, an Ethnic/TIG Map is attached. Label the attachment as "*Ethnic/TIG Map*"



*Attachment: Section I.E.2.”*

- ☐ No, the proposed activity is jurisdiction-wide.

**Note:** Based on the applicant's knowledge of the area and available data, the Ethnic/TIG Map should show:

- a. the location of concentrations of non-white persons and Hispanic persons within the entire city or county; and
- b. the location of concentrations of targeted income group families within the jurisdiction

## SECTION II. ACTIVITY DESCRIPTION

For applicants proposing business assistance activities, complete **Part I: Activity Description for Business Assistance**. For applicants proposing microenterprise assistance activities, complete **Part II: Activity Description for Microenterprise Assistance**.

### PART I: ACTIVITY DESCRIPTION FOR BUSINESS ASSISTANCE

#### A. NEED FOR PROGRAM

Enter the jurisdiction's poverty rate using information contained in Appendix C of the Application Training Manual. Enter the jurisdiction's annual average unemployment rate using Appendix D of the Application Training Manual.

Applicant's Need Rates	
1. Poverty Rate	_____
2. Annual Average Unemployment Rate	_____

3. Attach a description of any **adverse economic event**. An adverse economic event is an event which has occurred in the last 24 months which has the effect of significantly reducing employment opportunities within the applicant's jurisdiction. Label the description as "*Adverse Economic Event Attachment: Section II, Part I, A.3.*"

Your description must include the following information:

- a. a description of the event, including the date the event occurred;
- b. third source documentation of the event, such as newspaper accounts, Chamber of Commerce/EDC letter of business closing, other State agency letters documenting the event;
- c. a description of the actual job loss, or losses projected to occur, within 36 months from the date of the adverse economic event (specify the actual number of jobs lost and express the job loss as a percent of the county's civilian labor force.);
- d. a description of the methodology used to determine the job loss or projected job loss.

**B. LOCAL PROGRAM CAPACITY**

1. Enter the Grant Agreement number if the jurisdiction has received an **Enterprise Fund** award in the years indicated. Enter N/A if no awards were received in the years indicated.

Grant Year	Grant Agreement Number
1996	
1997	
1998	

2. Enter the Grant Agreement if the jurisdiction has received an **Over-the-Counter** award in the years indicated. Indicate N/A if no awards were received in the years indicated.

Grant Year	Grant Agreement Number
1996	
1997	
1998	

3. Enter the Grant Agreement number if the jurisdiction has received a **ED Planning and Technical Assistance** award in the years indicated. Indicate N/A if no awards were received in the years indicated.

Grant Year	Grant Agreement Number
1996	
1997	
1998	


4. Submit a copy of your **Program Design** and label as “*Business Assistance Program Design Attachment: Section II, Part I, B.4.*” The program design should address the items listed below. Indicate below where the following items are found and highlight those provision in the attachment. Refer to the Application Training Manual for relevant information.

Provision in Program Design	Page Number	Information in Training Manual
1. Description of activity, including:		page 3
a. The estimated number and type (start-ups, existing) of business loans, as applicable		
2. Description of local need for Program		page 12
3. Description of how Program Design relates to local need		page 12

5. Submit a copy of your **Program Guidelines** and label as “*Business Assistance Program Guidelines Attachment: Section II, Part I, B.5.*” Program guidelines should address the items listed below. Indicate below where the following items are found and highlight those provisions in the guidelines. Refer to the Application Training Manual for relevant information.

Provision in Guidelines	Page Number	Information in Training Manual
1. Description of tasks related to Program implementation		page 12
2. Description of staff roles necessary to implement program		page 12
3. Description of how Program meets CDBG eligibility requirements, including:		page 4
a. Description of how Program meets underwriting requirements; and		page 4
b. Description of how Program meets Public Benefit requirements		page 5
4. Description of how Program meets CDBG national objective requirements		page 6
5. Description of how Program meets federal overlay requirements, including:		
a. Environmental review requirements;		page 19
b. Labor standards requirements; and		page 20
c. Other (including Procurement, Relocation, Equal Employment Opportunity, Fair Housing, Section 3).		Page 21
6. Description of private equity requirements from owners for private business loans, if applicable		page 14

6. Provide a description of **Program Operator Experience** of the parties that will be involved in implementation of the program. Label the description as “*Program Operator Experience Attachment: Section II, Part I, B.6.*” The description of program operator experience should address the items listed below. Indicate below where the following items are found and highlight each provision in the description.

Program Operator Experience		Page Number
	Party responsible for program implementation tasks identified in guidelines, i.e., local staff, or consultant	13
2.	If local staff is responsible, a copy of the duty statement and resume of staff person, if position is filled. Resume should include similar programs and special training.	13
3.	If consultant is responsible, include letters from prospective consultants which includes resumes	13

7. Provide letters of commitment from other local organizations willing to assist in implementing the program. Attach and label as “*Other Local Organization Support Attachment: Section II, Part I, B.7.*” (See page 13 of Training Manual for discussion of this factor) Commitment letters must contain the following information:
- a. a description of the contribution;
  - b. dollar amount of contribution or value of in-kind contribution; and
  - c. effective dates of the commitment.

## C. PROGRAM EFFECTIVENESS

1. Describe the extent to which the program complements local or regional **economic development plans**. Specify the link between the program’s design and the existing economic development plan. Attach and label as “*Economic Development Plan Attachment: Section II, Part I, C.1.*” (See page 13 of Training Manual for discussion of this factor)

2. List the amounts and sources of private, non-State, and non-Federal leverage, other than CDBG. Leverage includes both monetary contributions and in-kind contributions to the proposed activity. Indicate the type of documentation for each source of leverage. The documentation for private equity requirements must be included in the Program Guidelines and Program Design. (See page 13 of the Training Manual for discussion of this factor.)

**Note: Refer to the Application Training Manual for a more complete description of what qualifies as private, non-State, and non-Federal sources of leverage.**

Source of Leverage	Amount(\$)	Committed Yes/No	Form of Commitment Documentation

Attach documentation of each leverage source (except private equity requirements from business owners which should be documented in the Program Guidelines and the Program Design) which demonstrates that the funds or in-kind contribution has been committed. Label this attachment as “*Leverage Attachment: Section I, Part I, C.2.*” Documentation must include the following:

- a. letter, resolution, or other evidence of commitment or award from contributing source (if resolution, it must be signed, dated and adopted by the governing body); and
- b. dollar amount of the contribution or value of in-kind contribution;

3. List all **sources and uses of** funds which will be used in the activity. Include anticipated CDBG funding and non-CDBG funding.

**SOURCES**

<b>USES</b>	State CDBG	Bank	Jurisdictio n	Other Local (Specify)_	Owner Equity	Private (Specify)	Other (Specify)
Business Loans							
Infrastructure							
Activity Delivery							
General Administration							
Other Specify							
<b>Total</b>							

**PART II: ACTIVITY DESCRIPTION FOR MICROENTERPRISE ASSISTANCE**

**A. NEED FOR PROGRAM**

Enter the jurisdiction's poverty rate using information contained in Appendix C of the Application Training Manual. Enter the jurisdiction's annual average unemployment rate using Appendix D of the Application Training Manual.

Applicant's Need Rates	
1. Poverty Rate	_____
2. Annual Average Unemployment Rate	_____

3. Attach a description of any **adverse economic event**. An adverse economic event is an event which has occurred in the last 24 months which has the effect of significantly reducing employment opportunities within the applicant's jurisdiction. Label the description as "*Adverse Economic Event Attachment: Section II, Part II, A.3.*"

**Note:** Your description must include the following information

- a. a description of the event, including the date the event occurred;
- b. third source documentation of the event, such as newspaper accounts, Chamber of Commerce/EDC letter of business closing, other State agency letters documenting the event;
- c. a description of the actual job loss, or losses projected to occur, within 36 months from the date of the adverse economic event (specify the actual number of jobs lost and express the job loss as a percent of the county's civilian labor force.);
- d. a description of the methodology used to determine the job loss or projected job loss.



**B. LOCAL PROGRAM CAPACITY**

1. Enter the Grant Agreement number if the jurisdiction has received an **Enterprise Fund** award in the years indicated. Enter N/A if no awards were received in the years indicated.

Grant Year	Grant Agreement Number
1996	
1997	
1998	

2. Enter the Grant Agreement if the jurisdiction has received an **Over-the-Counter** award in the years indicated. Indicate N/A if no awards were received in the years indicated.

Grant Year	Grant Agreement Number
1996	
1997	
1998	

3. Enter the Grant Agreement number if the jurisdiction has received an **ED Planning and Technical Assistance** award in the years indicated. Indicate N/A if no awards were received in the years indicated.

Grant Year	Grant Agreement Number
1996	
1997	
1998	


4. Submit a copy of your **Program Design** and label as “*Microenterprise Assistance Program Design Attachment: Section II, Part II, B.4.*” The program design should address the items listed below. Indicate below where the following items are found and highlight those provisions in the attachment. Refer to the Application Training Manual for relevant information.

Provision in Program Design	Page Number	Information in Training Manual
1. Description of activity, including		page 8
a. The estimated number and type (start-ups, existing) of microenterprise loans, as applicable		
2. Description of local need for Program		page 12
3. Description of how Program Design relates to local need		page 12

5. Submit a copy of your **Program Guidelines** and label as “*Microenterprise Assistance Program Guidelines Attachment: Section II, Part II, B.5.*” Program guidelines should address the items listed below. Indicate below where the following items are found and highlight those provisions in the guidelines. Refer to the Application Training Manual for relevant information.

Provision in Guidelines	Page Number	Information in Training Manual
1. Description of tasks related to Program implementation		page 12
2. Description of staff roles necessary to implement program		page 12
3. Description of how Program meets CDBG eligibility requirements, including:		page 9
4. Description of how Program meets CDBG national objective requirements		page 9
5. Description of how Program meets federal overlay requirements, including:		
a. Environmental review requirements;		page 19
b. Labor Standards requirements; and		page 20
a. Other (including Procurement, Relocation, Equal Employment Opportunity, Fair Housing, Section 3).		page 21
6. Description of private equity requirements from owners for microenterprise loans, if applicable		page 14

6. Provide a description of **Program Operator Experience** of the parties that will be involved in implementation of the program. Label the description as “*Program Operator Experience Attachment: Section II, Part II, B.6.*” The description of program operator experience should address the items listed below. Indicate below where the following items are found and highlight each provision in the description.

Program Operator Experience		Page Number
	Party responsible for program implementation tasks identified in guidelines, i.e., local staff, or consultant	13
2.	If local staff is responsible, a copy of the duty statement and resume of staff person, if position is filled. Resume should include similar programs and special training.	13
3.	If consultant is responsible, include letters from prospective consultants which include resumes	13

7. Provide letters of commitment from other local organizations willing to assist in implementing the program. Attach and label as “*Other Local Organization Support Attachment: Section II, Part II, B.7.*” (See page 13 of Training Manual for discussion of this factor.) Commitment letters must contain the following information:
- a. a description of the contribution;
  - b. dollar amount of contribution or value of in-kind contribution; and
  - c. effective dates of the commitment.

## C. PROGRAM EFFECTIVENESS

1. Describe the extent to which the program complements local or regional **economic development plans**. Specify the link between the program’s design and the existing economic development plan. Attach and label as “*Economic Development Plan Attachment: Section II, Part II, C.1.*” (See page 13 of Training Manual for discussion of this factor.)

2. List the amounts and sources of private, non-State, and non-Federal leverage, other than CDBG. Leverage includes both monetary contributions and in-kind contributions to the proposed activity. Indicate the type of documentation for each source of leverage. The documentation for private equity requirements must be included in the Program Guidelines and Program Design. (See page 13 of the Training Manual for discussion of this factor.)

**Note: Refer to the Application Training Manual for a more complete description of which sources qualify as private, non-State, or non-Federal sources of leverage.**

Source of Leverage	Amount(\$)	Committed Yes/No	Form of Commitment Documentation

Attach documentation of each leverage source (except private equity requirements from business owners which should be documented in Program Guidelines) which demonstrates that the funds or in-kind contribution has been committed. Label this attachment as “*Leverage Attachment: Section II, Part II, C.2.*” Documentation must include the following:

- a. letter, resolution, or other evidence of commitment or award from contributing source (if resolution, it must be signed, dated and adopted by the governing body); and
- b. dollar amount of the contribution or value of in-kind contribution;

3. List all **sources and uses of** funds which will be used in the activity. Include anticipated CDBG funding and non-CDBG funding.

**SOURCES**

<b>USES</b>	State CDBG	Bank	Jurisdiction	Other Local (Specify)_	Owner Equity	Private (Specify)	Other (Specify)
Business Assistance Loans							
Technical Assistance and Business Support							
General Support (childcare, transportation ,counseling)							
Activity Delivery							
General Administration							
Other Specify							
<b>Total</b>							

### **SECTION III: CERTIFICATIONS**

Applicants must complete and attach with the application a series of certifications and authorizing documents. See Appendices A, B, C, and D for formats. Complete the relevant forms and insert them into this section of the application.

#### **A. Housing Element Self-Certification**

All applicants are required to submit a self-certification of the status of their housing element to the Department with the application. See Appendix A. Label the certification as “*Housing Element Self-Certification Attachment: Section III.A.*”

#### **B. Statement of Assurances**

The form contained in Appendix B is the required form. Return this form with the signature of the chief administrative officer. Label the form “*Statement of Assurance Attachment: Section III.B.*”

#### **C. Resolution of the Governing Body**

The resolution submitted with this application must be a certified copy of the resolution passed by the governing body. It must authorize the submission of the application, approve the application’s contents, and authorize its execution. A sample resolution is included as Appendix E. CDBG staff strongly recommends that applicants use the suggested language in the sample form. Label the resolution “*Resolution of Governing Body Attachment: Section III.C.*”

#### **D. Joint Powers Agreement**

Program regulations (Section 7060(c)) require a Joint Powers Agreement as part of the application if one of the following conditions exist:

- a. if one application is submitted by two or more jurisdictions;
- b. if a county is applying on behalf of a city in the same county; or
- c. if a county applicant is applying on behalf of itself and a city in the same county.

The agreement must be on the form provided by the Department as Appendix D. Additional provisions may be added to the Joint Powers Agreement by applicants either by attachments to the agreement or by typing additional provisions or exceptions into the spaces provided on the form. Space has been left between each paragraph for applicants to modify any provisions to fit the applicant’s particular situation. The applicant should enter “Not Applicable” if a provision clearly does not apply to the activities proposed. Do not leave any lines blank.

Label the agreement as “*Joint Powers Agreement Attachment: Section III.D.*”

If the applicant proposes to create a separate Joint Powers agency, the Department must be consulted regarding the inclusion of legal requirements.

## SECTION IV: CHECKLIST OF ATTACHMENTS

In addition to returning Section I through IV of the application, submit all required attachments with your application. Place the completed attachments at the end of the application form according to the order they are listed below. Check off each item on the list to be sure you have attached them to your application. Mark each attachment appropriately. Incomplete applications will not be considered for funding.

Not all attachments will apply to all activities. If the document does not apply to your application, enter a checkmark in the column headed "Not Applicable". Otherwise, place checkmark in the column marked

If you have any attachments in addition to what is listed here, please identify them in the space below and indicate to which Section of the Application they belong. For example, if you are attaching copies of correspondence from the Public Hearings held prior to submitting this application, reference them here. See the NOFA for information about the Public Hearings requirements.

***RETURN A COPY OF THIS CHECKLIST WITH YOUR APPLICATION.***

	Included	Not Applicable
<hr/>		
SECTION I: APPLICATION SUMMARY		
Census Data Attachment: Section I.A.8.	<input type="checkbox"/>	<input type="checkbox"/>
Growth Control Attachment: Section I.D.1.	<input type="checkbox"/>	
Housing Element Attachment: Section I.D.2.	<input type="checkbox"/>	
Location Map Attachment: Section I.E.1.	<input type="checkbox"/>	<input type="checkbox"/>
Ethnic/TIG Map Attachment: Section I.E.2.	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION II: ACTIVITY DESCRIPTION

### PART I: BUSINESS ASSISTANCE ACTIVITIES

Adverse Economic Event Attachment: Section II, Part I, A.3.	<input type="checkbox"/>	<input type="checkbox"/>
Business Assistance Program	<input type="checkbox"/>	<input type="checkbox"/>
Design Guideline Attachment: Section II, Part I, B.4.		

Included      Not Applicable



Business Assistance Program Guidelines Attachment: Section II, Part I, B.4.	<input type="checkbox"/>	<input type="checkbox"/>
Roles and Responsibilities Attachment: Section II, Part I, B.5.	<input type="checkbox"/>	<input type="checkbox"/>
Other Local Organizational Support Attachment: Section II, Part I, B.6.	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Plan Attachment: Section II, Part I, C.1.	<input type="checkbox"/>	<input type="checkbox"/>
Leverage Attachment: Section II, Part I, C.2.	<input type="checkbox"/>	<input type="checkbox"/>

## PART II: MICROENTERPRISE ASSISTANCE ACTIVITIES

Adverse Economic Event Attachment: Section II, Part II, A.3.	<input type="checkbox"/>	<input type="checkbox"/>
Micorenterprise Assistance Program Design Attachment: Section II, Part II, B.4.	<input type="checkbox"/>	<input type="checkbox"/>
Micorenterprise Assistance Program Guidelines Attachment: Section II, Part II, B.4.	<input type="checkbox"/>	<input type="checkbox"/>
Roles and Responsibilities Attachment: Section II, Part II, B.5.	<input type="checkbox"/>	<input type="checkbox"/>
Other Local Organizational Support Attachment: Section II, Part II, B.6.	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Plan Attachment: Section II, Part II, C.1.	<input type="checkbox"/>	<input type="checkbox"/>
Leverage Attachment: Section II, Part II, C.2.	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION III: CERTIFICATIONS

Housing Element Self-Certification Attachment: Section III.A.	<input type="checkbox"/>	
Statement of Assurances Attachment: Section III.B.	<input type="checkbox"/>	
Resolution of the Governing Body Attachment: Section III.C.	<input type="checkbox"/>	
Joint Powers Agreement Attachment: Section III.D.	<input type="checkbox"/>	<input type="checkbox"/>

All applicants are required to submit a self-certification of the status of their housing element to the Department by September 15, 2000. The following language is provided as a sample:

"I, \_\_\_\_\_, the City Attorney/County Counsel, Chief Executive Officer, or official designated by the governing body for the city/county of \_\_\_\_\_, have reviewed the updated housing element of \_\_\_\_\_, and hereby certify that this housing element, which includes updated information and which conforms with all other requirements of Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7 of the Government Code, has been prepared and was submitted to the Department of Housing and Community Development on \_\_\_\_\_, 20\_\_\_. The updated housing element was adopted on \_\_\_\_\_, 20\_\_\_ and is in conformity with all requirements of Article 10.6 et seq."

The City/County of \_\_\_\_\_ hereby assures and certifies that:

1. It possesses legal authority to apply for the grant and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information as may be required.
3. It has or will comply with all citizen participation requirements, which include, at a minimum, the following components:
  - a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, and provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;
  - b. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG regulations, and relating to the actual use of funds under this title;
  - c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
  - d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. This shall include one public meeting during the program design, annual performance report preparation, and formal amendments. A public hearing shall be conducted prior to application submittal;
  - e. Solicits and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
  - f. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can reasonably be expected to participate.

4. Its CDBG Program has been developed so as to primarily benefit targeted income persons and households, and each activity in the program meets one of the three national objectives: benefit to low and moderate income persons, elimination of slums and blight, or meets an urgent community need certified by the grantee as such.
5. It consents to assume the responsibilities for environmental review and decision -making in order to ensure compliance with NEPA by following the procedures for "recipients" of block grant funds as set forth in 24 CFR, Part 58, entitled "Environmental Review Procedures for Title I Community Development Block Grant Programs." Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, and Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding purchase of flood insurance, and the National Historic Preservation Act of 1966 (16 USC 470) and implementing regulations (36 CFR 800.8).
6. It consents to assume the role of either "Lead Agency" as defined by Section 21067 of the California Public Resources Code, or if another agency is or will be designated "Lead Agency," it consents to assume the role of "Responsible Agency" as defined by Section 21069 of the California Public Resources Code, in order to ensure compliance with CEQA.
7. It has resolved any audit findings or performance problems for prior CDBG grants awarded by the State.
8. It certifies that there is no plan, ordinance, or other measure in effect which directly limits, by number, the building permits that may be issued for residential construction or the buildable lots which may be developed for residential purposes; or if such a plan, ordinance, or measure is in effect, it will either be rescinded before receiving funds, or it need not be rescinded because:
  - a. It imposes a moratorium on residential construction, to protect the health and safety, for a specified period of time which will end when the public health and safety is no longer jeopardized; or
  - b. It creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; or
  - c. It was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or
  - d. The applicant has a housing element which the Department of Housing and Community Development has found to be adequate, unless a final order has been issued by a court in which the court determined that it is not in compliance with Article 10.6 of Chapter 3 of Division 1 of Title 7 of the Government Code; or
  - e. The use of the funds applied for in this application is restricted for housing for the targeted income group.

9. It will comply with the regulations, policies, guidelines, and requirements of OMB Circular Numbers A-87, A-128, A-102 and A-121, where appropriate, and the State CDBG regulations.
10. It shall comply with the following regarding nondiscrimination:
  - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352).
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
  - c. Section 109 of the Housing and Community Development Act of 1974, as amended.
  - d. Section 3 of the Housing and Urban Development Act of 1968, as amended.
  - e. Executive Order 11246, as amended by Executive Orders 11375 and 12086.
  - f. Executive Order 11063, as amended by Executive Order 12259.
  - g. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and implementing regulations.
  - h. The Age Discrimination Act of 1975 (Public Law 94-135).
  - i. The prospective contractor's signature affixed hereon and dated shall constitute a certification under the penalty of perjury under the laws of the State of California that the bidder has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.
11. It will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and will certify that it is following a residential anti-displacement and relocation plan.
12. It will comply with the following regarding labor standards:
  - a. Section 110 of the Housing and Community Development Act of 1974, as amended.
  - b. Section 1720 et seq. of the California Labor Code regarding public works labor standards.
  - c. Davis-Bacon Act as amended (46 U.S.C. 276a) regarding prevailing wage rates.
  - d. Contract Work Hours and Safety Standards Act (40 USC 327-333) regarding overtime compensation.
  - e. Anti-Kickback Act of 1934 (18 USC 874) prohibiting "kickbacks" of wages in federally assisted construction activities.

13. It will comply with the Architectural Barriers Act of 1968 (42 USC 4151) and implementing regulations (24 CFR Part 40-41).
14. It will enforce standards of conduct which govern the performance of its officers, employees, and agents engaged in the administration of contracts funded in whole or in part by the CDBG Program (Section 7120(d) of the State regulations).
15. It will comply with the Hatch Act (5 USC 1501 et seq.) regarding political activity of employees.
16. It will comply with the Lead-Based Paint Regulations (24 CFR Part 35) which prohibits the use of lead - based paint on projects funded by the program.
17. It will not employ, award contracts to, or otherwise engage the services of any contractor while that contractor is in a period of debarment, suspension, or placement in ineligibility status under the provisions of 24 CFR Part 24.
18. It will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant .
19. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by targeted income persons unless:
  - a. CDBG funds are used to pay the proportion of such assessment that relates to non -CDBG funding or
  - b. for the purposes of assessing properties owned and occupied by targeted income persons who are not of the lowest targeted income group, it does not have sufficient CDBG funds to comply with the provisions of a. above.
20. It will adopt and enforce policies
  - a. prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations and
  - b. enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

The certification is made under penalty of perjury under the laws of the State of California a.

CERTIFYING OFFICIAL: \_\_\_\_\_  
(Chief Administrative Executive)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: An application for the State CDBG Program is to include, at a minimum, the following information in a resolution. Applicants have the option of including any additional pertinent information.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION APPROVING AN APPLICATION AND CONTRACT EXECUTION FOR FUNDING FROM THE ECONOMIC DEVELOPMENT ALLOCATION OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO WITH THE STATE OF CALIFORNIA FOR THE PURPOSES OF THIS GRANT.

BE IT RESOLVED by the City Council of the City of \_\_\_\_\_ as follows:

**SECTION 1.**

The City Council has reviewed and hereby approves application for: State Community Development Block Grant (CDBG Program) for \$442,500 from the Enterprise Fund Component:

- 1) General Administration - \$30,000;
- 2) Business Assistance - \$250,000;
- 3) Activity Delivery / Business Assistance - \$25,000;
- 4) Microenterprise Assistance / Microloans - \$125,000;
- 5) Activity Delivery / Microloans - \$12,500

**SECTION 2.**

If the grant application is approved, the City will provide local leverage for the Microenterprise Assistance Program:

Redevelopment Agency funds: \$100,000

**SECTION 3.**

The City Manager is hereby authorized and directed to act on the City's behalf in all matters pertaining to this application.

**SECTION 4.**

If the application is approved, the City Manager is authorized to enter into and sign the grant agreement and any amendments thereto with the State of California for the purposes of this grant.



PASSED AND ADOPTED at a regular meeting of the City Council of the City  
of \_\_\_\_\_ held on \_\_\_\_\_ by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Signature

Mayor of the City of \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Signature

City Clerk of the City of \_\_\_\_\_

This agreement, dated for convenience \_\_\_\_\_, 20\_\_ is made by and between the City/County of

\_\_\_\_\_, a political subdivision of the State of California, and the City/County of

\_\_\_\_\_, a political subdivision of the State of California.

Whereas: The community development activities applied for in the State's Community Development Block Grant Program consist of:

and;

Whereas: These community development objectives may be best achieved and most cost - effectively administered through the cooperative efforts of the City/County of \_ \_\_\_\_\_ and the City/County of \_

and:

Whereas: Section 7060(d) of Title 25 of the California Code of Regulations requires a Joint Powers Agreement which meets the requirements of Article I, Chapter 5 of Title 1 (commencing with Section 6500) of the Government Code in order to submit a joint application for the State Community Development Block Grant Program;

Now therefore; the parties hereto agree to the following:

**I. General**

This agreement is subject to the terms and requirements of Article I, Chapter 5 of Title 1 (commencing with Section 6500) of the Government Code and Subchapter 2 of Chapter 7 of Title 25 of the California Code of Regulations.

**II. Purpose**

This agreement sets forth the relationships and responsibilities of the parties hereto for the purpose of applying for and, if successful, the administration and implementation of the State Community Development Block Grant Program. If funded, the parties shall be responsible for the areas designated below.

III. Block Grant Contract Management

- a. The City/County of \_\_\_\_\_ shall be responsible for the management of the State Community Development Block Grant Program Grant Agreement executed with the State of California for the purpose of receiving these funds. These responsibilities, except as noted below in subparagraph IIIb, include but are not limited to:
1. Setting up of any cash depositories as required by 25 Code of Regulations 7098.
  2. Any bonding and insurance as required by 25 Code of Regulations 7100, and Section 6505.1 of the Government Code.
  3. Recordkeeping as required by 25 Code of Regulations 7102.
  4. Program income requirements of 25 Code of Regulations 7104.
  5. Financial management in conformance with the requirements of 25 Code of Regulations 7106.
  6. Financial reporting as required by 25 Code of Regulations 7108.
  7. Performance reports as required by 25 Code of Regulations 7110.
  8. Any revisions pursuant to 25 Code of Regulations 7114.
  9. The grant closeout procedures of 25 Code of Regulations 7116.
  10. Property management and procurement in conformance with 25 Code of Regulations Sections 7118 and 7120.
  11. Audit requirements of 25 Code of Regulations 7122.
- b. The City/County of \_\_\_\_\_ shall be responsible for the following exceptions to the contract management requirements:
-

**IV. Grant Implementation**

- a. The City/County of \_\_\_\_\_ shall be responsible for the implementation of the program contained in the grant application for the State Community Development Block Grant funds. These responsibilities, except as noted below in subparagraph IV.b., include but are not limited to:
  - 1. Citizen participation as required by 25 Code of Regulations 7080 and the Housing and Community Development Act of 1974, including amendments.
  - 2. Environmental reviews as required by 25 Code of Regulations 7082.
  - 3. Labor standards as required by 25 Code of Regulations 7088 and 7096.
  - 4. Program design, work write-ups, bid processes, change orders, inspections, construction management and other related program implementation steps required for the successful completion of the program.
  - 5. All other program requirements as set forth in Subchapter 2 of Chapter 7 of Title 25 of the Code of Regulations (the State Community Development Block Grant Program regulations).
- b. The City/County of \_\_\_\_\_ shall be responsible for the following exceptions to the contract management requirements:

**V. Additional Responsibilities**

In addition to the aforesaid delegations of responsibilities, the parties hereto, pursuant to Section 6504 of the Government Code, also agree as follows:

VI. Personnel

Personnel used in the implementation of the program shall be employees of \_\_\_\_\_ and under the supervision of \_\_\_\_\_ for the sole purpose of accomplishing the tasks set forth in the application for the State Community Development Block Grant funds.

VII. Use of Property, Equipment, and Utilities

- a. The City/County of \_\_\_\_\_ shall provide the following property, equipment and utilities for use by the City/County of \_\_\_\_\_ for the purpose of implementing the State Community Development Block Grant Program:
- b. Pursuant to Government Code Section 6505.1, the following shall have charge of, handle, or access to the property or equipment set forth above (name persons if so desired):

VIII. Duration of this Agreement

This agreement shall be effective upon the date the applicant receives notice from the State that the application has been funded. The City/County of \_\_\_\_\_ shall be responsible for the execution of all grant documents necessary for the administration of the program. This agreement shall remain in affect until such time as the grant agreement has been successfully closed out by the State.

In the event the joint Block Grant Application is not funded, this agreement shall be null and void and have no legal affect.

IX. Disposition of Acquired Property or Assets

All property, real or personal, acquired during the administration of this program shall be disposed of in accordance with the provisions of Title 25 of the Code of Regulations, Sections 7116 and 7118. Any surplus funds contributed to the program by the parties to this agreement and remaining on hand after the completion of the program shall be returned in proportion to the contributions made.

X. Amendments

Any amendments or modifications to this agreement must have the prior approval of the State and may not materially affect the State's responsibilities for administering this program.

XI. Assurances

Both parties to this agreement agree to be bound by any and all assurances required pursuant to 25 Code of Regulations, Section 7070(c)(3).

XII. This agreement shall be accompanied by certified resolutions from each party authorizing its execution.

XIII. Additional Provisions

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed and attested by their proper officer hereunder, duly authorized, and their official seals to be hereto affixed, as of the day and year first above written.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

City/County of \_\_\_\_\_

City/County of \_\_\_\_\_

APPROVED

\_\_\_\_\_  
Name  
State Department of Housing and Community Development

\_\_\_\_\_  
Date